

Retention and Classification Report

Agency: Daggett County (Utah). County Recorder (291)

Daggett County Courthouse
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Manila, UT 84046
435-784-3154

Records Officer Keri Pallesen

17551	Fee and entry books
17552	Grantor and grantee indexes
83798	Official records
17554	Redemption certificates

AGENCY: Daggett County (Utah). County Recorder

SERIES: 17551

3

TITLE: Fee and entry books

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry." They contain the amount of fee paid for recording or filing; names of persons involved; entry number; book and page recorded; and type of instrument. They are arranged numerically by entry number (UCA 17-21-6(1) (1995).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Daggett County (Utah). County Recorder

SERIES: 17551

TITLE: Fee and entry books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Daggett County (Utah). County Recorder

SERIES: 17552

3

TITLE: Grantor and grantee indexes

DATES: 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of filing, kind of instrument, consideration, the book and page and entry number in which it is recorded, and a brief description of the premises" (UCA 17-21-6(2) (1995)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Daggett County (Utah). County Recorder

SERIES: 17552

TITLE: Grantor and grantee indexes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Daggett County (Utah). County Recorder

SERIES: 83798

4

TITLE: Official records

DATES: i 1956-

ARRANGEMENT: Numerical by book number, thereunder numerical by entry number

DESCRIPTION:

These are the official records recorded with the county recorder. They include deeds, mortgages, mining records, military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, water records, leases, liens and etc. All recorded documents are currently compiled together as the official record, however in the past various types of documents were filed separately.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1956 through 2006.
Retain in Office permanently.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Daggett County (Utah). County Recorder

SERIES: 83798

TITLE: Official records

(continued)

APPRAISAL:

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Daggett County (Utah). County Recorder

SERIES: 17554

3

TITLE: Redemption certificates

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These certificates are issued by the county treasurer for money received in payment of delinquent real property taxes and have been recorded by the county recorder. They include serial number of property, name of owner, address, legal description of property, number of acres, valuation, amount of original taxes, years for which delinquent, total of tax due, including penalty and interest.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 21.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Daggett County (Utah). County Recorder

SERIES: 17554

TITLE: Redemption certificates

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public